

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Hurricane Relief Leave Program	REFERENCE NUMBER: 2005-032
DATE ISSUED: 9-22-05	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Executive Office

CONTACT: Classification and Compensation Division,
Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

The Administration has authorized Administrative Time Off for up to 5,000 permanent full-time State employees who want to volunteer for hurricane relief work, up to the following limits:

- 40 hours of ATO for eligible employees
- up to 50 additional hours of ATO on a one-to-one matching basis for eligible employees who use vacation time, annual leave, or Compensating Time Off

Please refer to the attached [fact sheet](#) for details, and distribute this fact sheet to your employees.

We expect departments to exercise discretion when granting leave requests. While we encourage you to grant time off for employees to carry out this critical public service, we also recognize that in many cases your operational needs and budget constraints will take precedence.

Additional information:

- The initial 40 hours of ATO applies to all eligible employees, regardless of their leave balance. However, to use the additional, matching ATO (up to 50 hours), an employee must have sufficient leave credits to match.
- Employees may only use their own leave credits for this program. In other words, employees may not transfer leave credits to other employees for this purpose.
- DPA needs to know how many requests you approve to ensure no more than 5,000 employees participate in this program. Beginning Sept. 30, please submit to DPA's Personnel Services Branch (psb@dpa.ca.gov) the number of employees who you have approved to take the ATO. Each Friday thereafter, you need to update this total and email the information to PSB.

- Please instruct participating employees to record the ATO on their timesheets. For departments that use the Std. 634 form, post ATO in item 7f. All other leave authorized under this program should be recorded under the appropriate categories and identified as "Hurricane Relief."
- To meet the documentation requirement described on the fact sheet, we suggest you give employees a letter (on your department's letterhead) asking the relief organization to provide documentation of the employee's service. You may use the attached sample or develop your own form letter.
- You should allow participating employees to submit their benefit open enrollment forms upon their return if they're away during the current open enrollment period. (CalPERS has agreed to this special handling.)
- Participating employees will be covered by workers compensation.
- This program covers ATO only; it does not cover transportation costs.

If you have questions, please contact DPA's Personnel Services Branch at (916) 323-3343 or psb@dpa.ca.gov.

Sincerely,

/s/ Michael T. Navarro

Michael T. Navarro
Director

Attachments